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| Committee Name: HIE Steering Committee | Committee Chair: Michael Costa |
| Meeting Goals: 1) Welcome Members, review meeting purpose and agenda 2) Introduction of members, review Steering Committee roles and logistics 3) Review the purpose and timeline of the Steering Committee 4) Review the HIE Plan | Mtg. Facilitator: Emily Richards Mtg. Recorder: Marie Bernier Where: AHS – WSOC Elm 40 |
| | Conference: Conference Rm/Call in Code: |
| | Date: February 20, 2019 Time: 10:30am – 12:30pm |
| <input type="checkbox"/> May contain Confidential/Exempt information | Skype Meeting Information: |

| Attendees (Present Bold) | | | |
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| Name | Title | Name | Title |
| Michael Costa, Chair | Deputy Commissioner, DVHA | Simone Rueschemeyer | Executive Director, Vermont Care Network |
| Tracy Dolan | Deputy Commissioner, AHS | <i>Michael Smith</i> | <i>VITL, Vermont's Health Information Exchange Operator</i> |
| Tyler Gauthier | OneCare Vermont | Beth Tanzman | Executive Director, Blueprint for Health |
| Emma Harrigan | Vermont Association of Hospitals and Health Systems | <i>Emily Richards</i> | <i>Program Director, HIE/HIT</i> |
| Linda Leu | Representing a person who engages with the health care system | <i>Andrew Laing</i> | <i>Chief Data Officer, ADS</i> |
| Georgia Maheras | Bi-State Primary Care Association | <i>Naomi Hahr</i> | <i>Program Manager, HIE/HIT</i> |
| Jimmy Mauro | Blue Cross Blue Shield of Vermont | <i>Marie Bernier</i> | <i>Executive Assistant, HIE/HIT</i> |

| | Agenda Item | Topic Facilitator | Schedule |
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| I. | Welcome | Costa | 10:30 – 10:40 |
| II. | Getting to Know One Another | Costa/Richards | 10:40-11:00 |
| III. | Meeting Logistics | Costa/ Richards | 11:00-11:20 |
| IV. | Review of the Last Two Years | Costa/Richards | 11:20-11:40 |
| V. | Year Ahead: Schedule Overview | Costa/Richards | 11:40-11:50 |
| VI. | A Look at the HIE Plan | Costa/Richards | 11:50-12:15 |
| VII. | Wrap-Up | Costa/Richards | 12:15-12:30 |

| | Agenda Topic | Topic Facilitator | NOTES <i>(notes are provided in italics and blue)</i> | Action Items |
|------|-------------------------------|------------------------------|---|---|
| I. | Welcome | Michael Costa | <i>Michael Costa welcomed everyone to the 2019 HIE Steering Committee Meeting.</i> | |
| II. | Getting to Know One Another | Michael Costa/Emily Richards | <i>The group participated in a team building exercise.</i> | |
| III. | Meeting Logistics | Michael Costa/Emily Richards | <i>Costa welcomed everyone to the HIE Steering Committee meeting and announced that meetings will take place twice a month and should be attended in person, unless discussed ahead of time. A brief description followed that all members were chosen for a reason and that some board-members are voting members vs. non-voting, therefore delegates should be discussed with the chair, if needed. Costa discussed the voting rules and noted that he aims to operate "by consensus." Richards showed everyone the healthdata website (https://healthdata.vermont.gov/) where all agendas will be posted prior to meetings and materials following meetings.</i> | Committee Action: Richards asked all members to look at their bios and make any edits that are needed and also to take a look at the use cases on the website. She asked Tracy and Tyler to provide feedback specific to "Ben's story." |
| IV. | Review of the Last Two Years | Michael Costa/Emily Richards | <i>Costa gave a brief description of the last two years. The hope is that the HIE plan does not need an overhaul and this year will be different as we are not starting from scratch. He wants the group to feel like they can be open and honest with each other. Rueschemeyer added that last year was a very respectable process.</i> | |
| V. | Year Ahead: Schedule Overview | Michael Costa/Emily Richards | <i>A Steering Committee Consultant will be brought on in March. The purpose of the HIE consultant is to support the Steering Committee in their responsibility to develop a 3-5 vision for strategic technical investment and implementation.</i> | Ops Team Action: Richards will email the RFP for the HIE Consultant to the Committee. |
| VI. | A Look at the HIE Plan | Michael Costa/Emily Richards | <i>Last year and this year the group committed to engaging existing stakeholder groups representing both patients and providers to ensure the HIE Plan and execution steps are fully reflects of needs across the health care system. Costa acknowledged that this Committee does lack "practitioners, nurses, and/or doctors" and he recognizes that We need to keep</i> | |

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| | | | <p><i>this in mind when planning stakeholder engagement steps.</i></p> <p><i>Richards discussed the goals of the HIE plan as it stands and where we hope to get to in 2020 e.g., a broader discussion of sustainability and data maturity.</i></p> <p><i>Costa said it is important to demystify what VITL does and does not do. Michael Smith discussed VITL's role, recent progress and areas of focus for the year ahead.</i></p> | |
| VII. | Wrap Up | Emily Richards | <p><i>The group discussed the proposed Consent to Share Health Information policy, which will be reviewed by the Green Mountain Care Board in mid-March. The group agreed to focus on this topic at the next meeting.</i></p> | <p>Homework: Committee members should review the Act 73 Evaluation Report, the HIE Plan, provide feedback on personal bios, and begin thinking about how to present relevant work to one another.</p> <p>Ops Team Action: Richards will email the group the letter that VAHHS sent to the Green Mountain Care Board regarding the State's consent policy.</p> |

| Issue | Risk | Action | Decision |
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| Topic | # Available to Vote | Yes | No |
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